



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Absence Management
Date:	25th January 2008
Reporting Officer:	Trevor Salmon, Director of Corporate Services
Contact Officer:	Jill Minne, Acting Head of Human Resources
Purpose	
The purpose of this report is to inform Committee of the Council's performance in managing absence during quarter three, October – December 2007.	
Relevant Background Information	
In 2006/07 the average number of days lost per full time employee was 15.08. The Personnel Sub-Committee agreed a target reduction in absence of 2 days for 2007/08.	
Key Issues	
Absence Management Performance Quarter Three October – December 2007	
<ul style="list-style-type: none">• The following are the key absence performance indicators for quarter three, October – December 2007. Appendix one provides key performance indicators at corporate, department and service levels. This is the information that Members had agreed would be reported to them.• Nearly 70% of staff had no absence during quarter three• The average number of working days lost per FTE in quarter three of this year is 3.74 compared with 3.76 for quarter two of this year.• The average number of working days lost per FTE for quarter three last year was 4.32• 65.75% of the absence in the Council during quarter three was long term (20+ days) compared with 70.82% in quarter two. This represents a decrease from the previous quarter of 7.16%• 7.63% of the Council's staff were categorised as long term absent. This represents a decrease from the previous quarter of 7.99%.• This means that at quarter three the Council is off target to meet its 2 day reduction	

for 2007/08 (by approx. 0.94 day).

- It should be noted however that compared to the same time last year, the Council has achieved a reduction of 0.70 day sickness per FTE with the largest department currently on track to meet its annual target and other departments and sections continuing to reduce or maintain their absence levels on an ongoing basis.
- However, seasonally quarter 4 is traditionally the worst period of the year for absence levels.

Resource Implications

Members are well aware that the consistent, robust implementation of a new BCC Attendance policy is key to the Council reducing absence and its associated costs. Increasing management resources have been applied to this issue within departments and it is now recognised that without the new standards, little more can be done to reduce sickness to the kind of level which Members; senior management and the public expect. Although the new policy will not simply by its existence solve the issues, it will provide for each employee and manager a single consistent foundation for management actions. A report will be brought to next month's committee on this matter.

Recommendations

Members are asked to:

- Note the absence figures for quarter 3

Appendix 1 - October - December '07	Avg No of Working Days lost per FTE	% of Working Days lost per FTE	Total No of Working Days lost	% of Staff with Recorded Absence	% of Staff with Long Term Absence	No of Staff FTE
BCC	3.74	6.69	8513	32.14	7.65	2274
Chief Executive's Dept	1.23	2.18	102	22.22	2.41	83
Corporate Communications	1.58	2.81	26.72	20	11.84	17
Committee & Members' Services	1.24	2.20	38.99	17.14	0	31.5
Good Relations	1.08	1.92	16	13.33	0	14.8
Legal Services Dept	1.09	1.94	22	18.18	0	20
Corporate Services Dept	3.75	6.77	1769	34.66	6.8	472
Human Resources and BIS	1.97	3.51	118	24.59	3.33	60
Financial Services	0.79	2.20	22	25	3.64	28
ISB	3.34	5.93	369	32.5	3.62	111
Facilities Management	5.09	9.15	1074	38.26	10.43	211
Audit, Governance & Risk Services	0.18	0.32	2	27.27	0	11
Projects & Corporate Systems	5.83	10.37	35	50	16.67	6
Health & Environmental Services Dept	3.60	6.40	2802	29.9	6.81	778
Environmental Health	3.64	6.48	557	36.94	9.15	153
Building Control	2.81	4.99	193	23.61	2.9	69
Cleansing	4.02	7.14	1808	26.64	7.55	450
Waste Management	2.39	4.25	213	41.94	2.24	89
Parks & Leisure Services	4.84	8.59	2982	36.88	10.87	617
Leisure Services	4.69	8.34	1404	42.86	8.69	299
Parks & Cemeteries Services	5.10	9.06	1577	30.72	13.25	309
Development Dept	2.83	5.09	749	27.27	6.88	265
Urban Development	1.16	2.06	28	30.77	4.14	24
Economic Initiatives	2.06	3.64	68	22.86	2.98	33
Waterfront & Ulster Halls	2.32	4.13	132	20.9	7.06	57
Community Services	3.74	6.65	401	29.05	9.33	107
Improvement Unit	2.25	4.00	87	30.77	2.57	39

